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Approved For Release 2002/08/22 : CIA-RDP70-00211R000100120006-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 5 MAR 1957

FROM : Chief, Supply Division, OL

SUBJECT: Filing Equipment Requisitions

REF : Memorandum to Chief, Supply Division, OL from Chief, Records Management Staff, subject: same as above dated 8 February 1957

1. Requisitions processed by the Supply Division fall into two general categories:

- a. Those initiated by the end user and
- b. Those initiated by the Stock Management and Requirements Section, to replenish stocks.

2. Requisitions for filing equipment received by the Supply Division from the end user are presently being routed through the area records officer in compliance with Notice

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3. In order to avoid having these requisitions routed through Depot Stock Control Section an additional time (prior and subsequent to being routed to Records Management Staff), the Building Supply Officers have been requested to forward them through Records Management Staff to the Depot Stock Control Section.

4. To assist you in obtaining the information requested in reference, the following action has been taken:

- a. The Stock Management and Requirements Section has been instructed to forward a copy of each requisition, for the replenishment of filing equipment stocks, to the Records Management Staff.
- b. A copy of each replenishment requisition representing filing equipment ordered but not yet received is attached.

5. In view of paragraph 2 of reference, the practice of forwarding requisitions, for the replenishment of filing equipment stocks, will be discontinued as of the close of business the last day of fiscal year 1957.

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Attachments:

Requisitions representing material

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Distribution:

- 1 - Addressee
- 1 - OL/SD
- 1 - OL/SD/SOB
- 1 - OL/SD/STB
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OL/SD/SM&RS/ (1 Mar. 1957)

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